

INFORMATION PAPER

DAJA-SC

8 August

SUBJECT: Preparation of Confidential Financial Disclosure Reports (OGE 450)

1. **PURPOSE:** To provide information on the OGE 450.

2. **FACTS:**

a. Who Must File?

(1) A report must be filed when a Federal employee below the grade of GS-15, or the rank of Colonel, has significant duties involving:

(a) Contract administration or procurement.

(b) Administration of grants, subsidies, or licenses.

(c) Regulation or audit of any non-Federal entity.

(d) Activities which will have a direct and substantial economic impact on a non-Federal entity (e.g. an engineer who monitors permit compliance of on-post contractors).

(e) Confidential or sensitive duties which, in the judgment of the commander or agency, requires the filing of a confidential report (e.g. an undercover CID agent).

(f) Commanders, heads and deputy heads, and executive officers of Army installations, bases, or air stations.

(g) All Special Government Employees (SGE)(as defined in 18 U.S.C. § 202), except those listed in *Joint Ethics Regulation*, para. 7-300(a)(2).

(2) The employee or soldier's immediate supervisor has primary responsibility for determining whether the duties of the position require filing a report.

(3) The determination shall be reflected on all job descriptions, job announcements, and postings. Coordination with the local CPO is required.

b. Filing Time.

(1) **New Entrant:** Employees must file within 30 days of beginning duty in a covered position.

(2) **Annual:** Is filed 30 November, with information to be current as of 30 September.

c. Filling Out the Form.

(1) Bank accounts, CDs, money market mutual funds, and U.S. Government bonds or securities do not have to be reported.

(2) Reports cover the preceding year. Even if an asset has been sold, it must be reported if it produced more than \$200 income during the year.

(3) For stock broker accounts containing separate stocks, mutual funds and other investment products, all assets must be reported individually. This is true even if the broker has the authority to make trades without the filer's approval.

(4) Assets in IRA accounts are reportable. The fact that they do not result in actual receipt of income by the filer does mean that the asset did not earn income and does not exclude them from being reportable assets.

(5) Outside investments and employment of spouses and dependent children must be reported. The employer and nature of the business must be identified.

(6) As of 24 June 1997, the Office of Government Ethics has authorized the use of a form, OGE 450A, certifying that no changes have occurred since the last filing.

(a) The form may only be used in three year increments.

(b) In order to use the form, filers must first be instructed on what is a reportable interest.

(c) DoD implementation of this option will require that filers retain a copy of their original OGE 450 to attach to the certificate. The purpose for this requirement is preservation of meaningful supervisor review.

(7) **NOTE:** The old SF 450 may not be used after 31 August 1997.

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